

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, December 26, 2006

The Brookings County Board of County Commissioners met in regular session on Tuesday, December 26, 2006, with the following members present: Dennis Falken, Emil Klavetter, Don Larson, Mary Negstad, and Deanna Santema.

CALL TO ORDER

Chairperson Falken called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CONSENT AGENDA

Chairperson Falken declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the December 26, 2006 Commission Meeting, and the minutes from the December 19, 2006 Commission Meeting.

Travel/Education: Ted Eggebraaten to attend Topeka Shiner meeting on January 3 & 4, 2007.

ROUTINE BUSINESS

Motion by Santema, seconded by Negstad, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion Carried.

A&B BUSINESS, REPAIRS AND MAINTENANCE \$29.16; ACCRUIT, LLC FBO NCRL, LETPP/SHERIFF \$7990.00; AERO METRIC, INC, DATA PROCESSING/SOFTWARE \$45000.00; ALLIED OIL & SUPPLY, SUPPLIES & MATERIALS \$442.64; ALLTEL, UTILITIES \$369.93; ANDERSEN, SHANE, TRAVEL & CONFERENCE \$10.24; ANDERSON OIL, SUPPLIES & MATERIALS \$1285.20; AT&T, UTILITIES \$100.47; BANNER ASSOCIATES, PROFESSIONAL SERV. & FEES \$1550.00; BOWES CONSTRUCTION, REPAIRS & MAINT. \$172.15; BROOKINGS AUTO MALL INC, REPAIRS AND MAINTENANCE \$39.04; BRKGS AREA CHAMBER, TRAVEL & CONFERENCE \$139.00; BRKGS. CITY UTILITIES, OFFICE MAINTENANCE & UTIL \$640.87; BROOKINGS COUNTY CIT CORP, CITIZEN CORP. \$250.00; BRKGS DAILY REGISTER, PERSONAL SERVICES \$800.51; BUHL'S CLEANERS, RENTALS \$65.00; C&R SUPPLY, INC., REPAIRS AND MAINTENANCE \$795.00; CECIL, CHUCK, PROFESSIONAL SERV. & FEES \$720.00; CARQUEST AUTO, SUPPLIES & MATERIALS \$129.22; CENTRAL BUSINESS SUPPLY, SUPPLIES & MATERIALS \$797.01; COOK'S RECYCLING, UTILITIES \$75.25; COVER TO COVER, SUPPLIES & MATERIALS \$14.95; CBCINNOVIS, TELEPHONE \$12.00; DAYS INN BROOKINGS, LEPC \$124.23; DEUBROOK SCHOOL DISTRICT, DOJ/OJP \$21440.78; ELECTRONIC SECURITY EQUIP, DOJ/OJP \$5994.90; ELITE BUSINESS SYSTEM INC, REPAIRS AND MAINTENANCE \$68.00; ELKTON

SCHOOL DISTRICT, LETPP/SHERIFF \$12831.13; EVERIST, L.G. INC, SUPPLIES & MATERIALS \$1832.62; FIRST BANK & TRUST, OFFICE SUPPLIES \$191.84; FITE, ROBERT G, ADULT DEFENSE \$3302.49; GLOVER, ALAN, ADULT DEFENSE \$722.00; GRAYBAR ELECTRIC CO INC, SUPPLIES & MATERIALS \$102.04; HAROLD'S PRINTING, SUPPLIES & MATERIALS \$347.65; HELDT, GARY, SUPPLIES & MATERIALS \$91.66; HILLYARD INC, SUPPLIES & MATERIALS \$416.99; HOGAN, TIM, ADULT DEFENSE \$1304.80; HOLM, JOANIE, CORONER FEES \$1500.00; HY-VEE FOOD STORE, PRISONER RATION \$8064.48; HY-VEE PHARMACY, MEDICINE/RX \$297.47; INTEGRATED BUSINESS SOL, SUPPLIES & MATERIALS \$1275.00; INTER-LAKES COMM. ACTION, COMMUNITY WORKER \$750.00; LAKE HENDRICKS TOWNSHIP, REPAIRS AND MAINTENANCE \$322.50; LANGLAND HOME CENTER, REPAIRS AND MAINTENANCE \$25.00; LAR-JO'S, SUPPLIES & MATERIALS \$770.59; LEXISNEXIS, PROFESSIONAL SERV. & FEES \$150.00; LINCOLN COUNTY SHERIFF, COURT CASE EXPENSE \$33.80; LINWELD, SUPPLIES & MATERIALS \$33.68; LOWE'S, SUPPLIES & MATERIALS \$63.76; MCCARTY, DONALD, ABUSE & NEG. CHILD DEFENSE \$2833.46; MCKEEVER'S VENDING, SUPPLIES & MATERIALS \$262.00; MCLEOD'S PRINT & OFFICE, SUPPLIES & MATERIALS \$206.79; MCI, TELEPHONE \$82.61; MANS, BOB, TRAVEL & CONFERENCE \$5.12; MASTERCARD, SUPPLIES & MATERIALS \$686.45; MILLS & MILLER, SUPPLIES & MATERIALS \$1222.47; MILLS PROPERTY MANAGEMENT, REPAIRS AND MAINTENANCE \$182.02; MINNEHAHA CO. TREAS., MV NOTICES/TAX NOTICES \$78.92; MOTOROLA INC., REPAIRS AND MAINTENANCE \$4045.00; NATL 4-H COUNCIL, 4-H EVENTS & LIT. \$84.60; NELSON, NANCY J., ADULT DEFENSE \$478.80; NORTEK COMPUTERS INC, SUPPLIES & MATERIALS \$15.00; NORTHWESTERN PUBLIC SERV, UTILITIES \$4605.44; OAKLAKE TOWNSHIP, REPAIRS AND MAINTENANCE \$250.50; O'BRIEN, SEAN M., ADULT DEFENSE \$167.98; OFFICE DEPOT, SUPPLIES & MATERIALS \$55.46; OFFICE SYSTEMS INC, REPAIRS AND MAINTENANCE \$164.89; PEART & ASSOCIATES, INC., SUPPLIES & MATERIALS \$43.96; PHEASANTLAND INDUSTRIES, SUPPLIES & MATERIALS \$278.31; PITNEY-BOWES INC., POSTAGE REIMBURSEMENT FRO \$186.00; QUALIFIED PRESORT, MV NOTICES/TAX NOTICES \$3270.79; QUILL CORP., SUPPLIES & MATERIALS \$188.94; RCS, AM'T HELD FOR BROOKINGS C \$1522.22; RAINBOW CAR WASH, REPAIRS AND MAINTENANCE \$6.60; RELIANCE TELEPHONE, INMATE/TELEPHONE \$2000.00; RIBSTEIN, RICK, ADULT DEFENSE \$2900.00; SAM'S CLUB, PROFESSIONAL SERV. & FEES \$35.00; SD CONTINUING LEGAL, SUPPLIES & MATERIALS \$125.00; SD DEPT OF HEALTH, PERSONAL SERVICES \$882.00; SDSU ENVIRONMENTAL H & S, CITIZEN CORP. \$749.10; SIOUX FALLS TWO WAY RADIO, OFFICE MAINTENANCE & UTIL \$415.00; SIOUX VALLEY SOUTHWESTERN, UTILITIES \$47.00; SIOUX VALLEY ENERGY, UTILITIES \$144.00; SMILEMAKERS, SUPPLIES & MATERIALS \$63.45; SMITH, STEVE, TRAVEL & CONFERENCE \$16.00; SMITH SUPPLIES, SUPPLIES & MATERIALS \$221.29; SMITH, JODY O., ADULT DEFENSE \$281.20; STURDEVANT'S AUTO, SUPPLIES & MATERIALS \$26.98; SWIFTEL CENTER, MULTI-PLEX UPKEEP \$2500.00; TOWN & COUNTRY SHOPPER, PUBLISHING \$90.00; UNITED STATES POSTAL SERV, POSTAGE REIMBURSEMENT FRO \$500.00; VAN DIEST SUPPLY COMPANY, MOSQUITO CONTROL \$3943.50; VERIZON WIRELESS, UTILITIES \$313.14; VLASMAN, BARRY L., ADULT DEFENSE \$1490.71; VOLGA TOWNSHIP, REPAIRS AND MAINTENANCE \$400.50; WAGNER REAL ESTATE, INSPECTION FEES \$1000.00; WIECZOREK, TERRY, ABUSE & NEG. CHILD DEFENSE \$1151.33; WINSOR TOWNSHIP, REPAIRS AND MAINTENANCE \$291.00; AHARTZ, MICHAEL, JURY & WITNESS \$16.40; ANDERSON, GARY, JURY & WITNESS \$10.64; AYERS, CLARA, JURY & WITNESS \$11.92; BARTLEY, MATTHEW, JURY & WITNESS \$10.64; BENDER, LISA, JURY & WITNESS \$207.68; BENTHIN, CAROL, JURY & WITNESS \$11.28; BIEFELDT, DENNIS, JURY & WITNESS \$10.64; BREN, DONALD, JURY & WITNESS \$10.64; BROMELING, LORIN, JURY & WITNESS \$11.28; DELFANIAN, FEREIDOO, JURY & WITNESS \$10.64; DREW,

CHRISTOPHER, JURY & WITNESS \$200.00; ESPLAND, BILL, JURY & WITNESS \$12.56; EVENSON, JENNIFER, JURY & WITNESS \$269.12; FITZSIMMONS, KELLY, JURY & WITNESS \$20.24; FLEMING, RYAN, JURY & WITNESS \$11.92; FLINT, DONNA, JURY & WITNESS \$202.56; FOSTER, ROBERT, JURY & WITNESS \$12.56; FRADET, JON, JURY & WITNESS \$15.12; FRIED, PAMELA, JURY & WITNESS \$14.48; GRIES, JEAN, JURY & WITNESS \$14.48; HELDT, TAMI, JURY & WITNESS \$15.12; HENDERSCHIEDT, ASHLEY, JURY & WITNESS \$11.28; HESBY, KEITH, JURY & WITNESS \$246.08; HILDEBRANDT, RICKEY, JURY & WITNESS \$10.64; HILL, JULIE, JURY & WITNESS \$10.64; JACOBSON, JEFFREY, JURY & WITNESS \$10.00; JACOBSON, LOUANN, JURY & WITNESS \$10.64; JENKS, ERIN, JURY & WITNESS \$238.40; JOHNSON, DAVID, JURY & WITNESS \$11.92; KERVIN, CAROL, JURY & WITNESS \$11.28; KLEINEMAS, JASON, JURY & WITNESS \$205.12; KLOSTERMAN, RONALD, JURY & WITNESS \$22.80; KNUTSON, SHIRLEY, JURY & WITNESS \$10.64; KOPECKY, STEVEN, JURY & WITNESS \$17.68; LARSON, DOLORES, JURY & WITNESS \$22.80; LARSON, NEIL, JURY & WITNESS \$225.60; LEREW, DAWN, JURY & WITNESS \$10.64; MEYER, PAULA, JURY & WITNESS \$10.64; MOBERG, CARL, JURY & WITNESS \$19.60; NELSON, LEROY, JURY & WITNESS \$20.24; NORDBYE, STEVEN, JURY & WITNESS \$215.36; ODEGAARD, DOUGLAS, JURY & WITNESS \$10.64; OLSON, CHARLES, JURY & WITNESS \$22.80; OSBORNE, KURT, JURY & WITNESS \$10.64; OSEBY, LEO, JURY & WITNESS \$11.92; PIERCE, IRENE, JURY & WITNESS \$15.76; PRITCHARD, ROBBIE, JURY & WITNESS \$18.32; PRUNTY, ROGER, JURY & WITNESS \$10.64; ROBERTSON, GRANT, JURY & WITNESS \$10.64; RUHLMAN, DENNIS, JURY & WITNESS \$10.64; SCHEPKER, RHONDA, JURY & WITNESS \$225.60; SCHIEFELBEIN, JASON, JURY & WITNESS \$225.60; SCHROEDER, LEE, JURY & WITNESS \$200.00; SEIBERT, KAREN, JURY & WITNESS \$11.92; SHELSTA, COREY, JURY & WITNESS \$10.00; STAHL, GERALD, JURY & WITNESS \$19.60; STUEFEN, JAMES, JURY & WITNESS \$22.80; SVENNES, JORDAN, JURY & WITNESS \$13.84; SWARTOS, WANDA, JURY & WITNESS \$16.40; TELKAMP, RICHARD, JURY & WITNESS \$13.20; THEODOSOPOULOS, BILL, JURY & WITNESS \$11.28; TIMM, KATHERINE, JURY & WITNESS \$22.80; UELAND, SHARON, JURY & WITNESS \$10.64; VICK, PATTY, JURY & WITNESS \$10.64; VON FISCHER, MARI, JURY & WITNESS \$11.28; VOSTAD, KENNETH, JURY & WITNESS \$15.12; WENANDE, RICHARD, JURY & WITNESS \$212.80; WILLIAMS, DIANNE, JURY & WITNESS \$10.64; VIRCHOW, KELLY, JURY & WITNESS \$20.00; KINDER, KATHY, JURY & WITNESS \$20.00; VICTOR, TAMMY, JURY & WITNESS \$41.12.

Deputy Auditor, Krista Spence presented the board with the Auditor's Report.

REGULAR BUSINESS

Motion by Negstad, seconded by Klavetter to approve for recording purposes and authorize Chairperson Falken to sign Resolution #06-63; a Resolution establishing an investment policy for Brookings County. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion Carried.

Resolution #06-63 BROOKINGS COUNTY, SOUTH DAKOTA INVESTMENT POLICY

1. POLICY

Pursuant to SDCL 4-5-8 it is the policy of Brookings County, South Dakota, to invest idle public funds in a manner to meet the daily cash flow demands of the County with the primary objectives, in priority order, being: a) Safety b) Liquidity and c) Return.

2. DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the Treasurer, who shall refrain from personal business activity that could impair his/her ability to make impartial decisions. The Treasurer, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. In case of extended leave of absence, the Governing Board shall appoint a replacement Officer.

3. AUTHORIZED FINANCIAL DEALER AND INSTITUTION

The Governing Board authorizes the placement of cash resources in the following financial institutions:

- a. First Bank and Trust, P.O. Box 5057, Brookings, SD 57006
- b. Meta Bank, 600 Main Ave., Brookings, SD 57006
- c. Wells Fargo, 527 Main Ave., Brookings, SD 57006
- d. Home Federal Bank, 1024 6th St., Brookings, SD 57006
- e. Dacotah Bank, 425 22nd Ave., Brookings, SD 57006
- f. First National Bank of Volga, P.O. Box 77, Volga, SD 57071
- g. First Bank of White, P.O. Box 365, White, SD 57276
- h. Bankstar Financial, P.O. Box A, Elkton, SD 57026
- i. Citizens State Bank of Sinai, P.O. Box 38, Sinai, SD 57061
- j. Richland State Bank, 602 1st Street, Bruce, SD 57022

4. AUTHORIZED AND SUITABLE INVESTMENTS

The Treasurer is empowered by statute to invest in the following types of securities:

- Interest bearing checking accounts
- United States Treasury bills, bonds and notes (SDCL 4-5-6)
- United States Government Agencies (SDCL 4-5-6)
- Certificates of Deposit (CD's) – not to exceed 18 month maturities (SDCL 4-5-6.1)*
- Certificates of Deposit (CD's) purchased through CDARS
(Certificate of Deposit Account Registry Service) – not to exceed 18 month maturities (SDCL 4-5-6.1)*
- Money Market Mutual Funds – open-end, no-load (SDCL 4-5-6)
- Repurchase Agreement fully collateralized by allowable securities (SDCL 4-5-6)
- Local Government Investment Pool

*When investing in Certificates of Deposit (CDs) public funds will be invested at the highest rate of interest possible after attempting to secure at least three quotes.

The county treasurer shall deposit and at all times keep on deposit the money in his/her possession as county treasurer in state or national banks within the county. In the event that such deposits exceed the limit prescribed in § 7-20-10 or if there is but one bank located within the county then such deposits may be made in other banks or branches

within an adjacent county of this state having an approved and responsible financial standing. (SDCL 7-20-1)

5. COLLATERALIZATION

In accordance with the SDCL 4-6A, 51A-10-9, and 52-5-20 Qualified Public Depositories will furnish collateral in the sum equal to one hundred percent (100%) of the public deposit accounts that exceed deposit insurance. The financial institution shall submit a copy of their collateralization report to the Treasurer.

6. REPORTING

The Treasurer shall prepare an investment report not less than quarterly, that provides a clear picture of the status of the current investment. The report will include the following: (Pie or Bar Chart)

- Percent invested in each security type (CD, US Treasury, money market funds, etc.).
- Listing of investments by maturity date.
- Percent held by each financial institution.

7. INTEREST EARNED

The interest earned from investments shall be credited to the respective fund, except Agency funds (SDCL 4-5-9), however, any fund with less than \$5,000.00 will not receive any interest pro-ratio.

8. INVESTMENT SELECTION

It will be the intention of Brookings County to offer the following to each Brookings County banking institution:

1. In the event there are sufficient funds to invest for a 12-month period, it will be the goal of Brookings County to offer such funds in increments of up to \$100,000.00 to each participating County financial institution willing to accept it in the form of a CD with such funds being deposited with the participating County financial institution offering the highest rate of interest.
2. County money market fund will be invested in banks wishing to participate in proportion to a formula comprised of loan dollars invested in Brookings County as of December 31 of each year. The interest rate for these funds will be calculated at the prior 6-month Treasury bill auction rate adjusted every January 1, April 1, July 1, and October 1. Following the same formula, County funds may be invested in 12-month CD's at the discretion of the County Treasurer.
3. The above notwithstanding, funds deposited in County banks in payment of taxes (not escrow) may be invested in money market accounts in each respective bank at the most recent 6-month Treasury bill auction rate adjusted quarterly on January 1, April 1, July 1, and October 1, with funds available for withdrawal on June 15 and December 15.

9. DIVERSIFICATION

It is the policy of the BROOKINGS COUNTY to reduce overall risks while attaining average market rates of return by diversifying its investments.

- a. No more than 90% of the investable funds shall be placed in any one financial institution.
- b. Investment maturities will be staggered in such a manner that all investments will not come due at the same time.
- c. In order to ensure adequate liquidity without market, risk, investments shall have maturity dates at or prior to the time cash is prudently projected to be required to meet disbursement needs.

Approved this 26th day of December, 2006.

Chairperson, Brookings County Commission

ATTEST:

Brookings County Auditor

Motion by Negstad, seconded by Klavetter to approve for recording purposes and authorize Chairperson Falken to sign Resolution #06-64; a Resolution authorizing the County Treasurer to place mobile home taxes on an uncollectible list. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion Carried.

BROOKINGS COUNTY RESOLUTION #06-64

WHEREAS, South Dakota Codified Law (SDCL) 10-22-30 requires the County Treasurer to present a list of all distress warrants returned by the Sheriff uncollectible to the Board of County Commissioners. The board has examined such returns and, is satisfied with reports from Sheriff's and Treasurer that the taxes described in any such warrant cannot be collected.

NOW THEREFORE, BE IT RESOLVED by the Brookings County Commissioners, at a regular meeting December 26, 2006 direct the County Treasurer to place these mobile home taxes on an uncollectible list and no distress warrant shall therefore be issued until it is determined either by the Board of County Commissioners or the County Treasurer that such taxes have become or may have become collectable. There will be a complete listing of these uncollectible mobile home taxes on file in the Brookings County Treasurers office.

Adopted this 26th day of December, 2006

Chairperson, Brookings County
Board of County Commissioners

Attest:

Brookings County Auditor

Commission Assistant/Human Resources Director, Stephanie Vogel met with the board to discuss correspondence received and personnel matters.

Be it noted, the Board approved the following Personnel Action Notices: New Hire: Richard Cofell, Truck Driver \$11.19.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Klavetter reported on the Brookings Hospital Executive Committee meeting, and the E911 meeting.

Commissioner Santema reported on the BATA meeting, Register of Deeds, Ida Slocum's Retirement party and the highway Department luncheon.

Commissioner Negstad reported on Register of Deeds, Ida Slocum's Retirement party.

Commissioner Larson reported on Register of Deeds, Ida Slocum's Retirement party.

Commissioner Falken reported on the E911 meeting and Brookings Hospital Executive Committee meeting and Register of Deeds, Ida Slocum's Retirement party.

EXECUTIVE SESSION

Motion by Negstad, seconded by Santema to enter into executive session at 9:15a.m. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion Carried. Chairperson Falken declared the executive session over at 9:55a.m. Reason - Personnel. No action at this time.

ADJOURNMENT

There being no further business, Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, January 2, 2007.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

Krista Spence
Deputy Auditor
Brookings County Auditor's Office